



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 5560.3A  
ARAC  
20 Apr 94

MARINE CORPS ORDER 5560.3A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ADMINISTRATION OF HEADQUARTERS MARINE CORPS-ALLOCATED  
PARKING AT FEDERAL BUILDING #2 (FB#2), ARLINGTON ANNEX

Ref: (a) MCO P5000.21

Encl: (1) Diagram of Federal Building #2 Parking Plan  
(2) Parking Permit Application Instructions  
(3) Pentagon Reservation Parking Permit Application  
(DD Form 1199)

1. Purpose. To publish policies and procedures governing the administration of Headquarters Marine Corps (HQMC) allocated parking at FB#2, and to amplify the instructions contained in the reference.

2. Cancellation. MCO 5560.3.

3. Information. This Order is applicable to all Marine Corps personnel and other military and civilian employees assigned to the Marine Corps who utilize FB#2 parking facilities.

4. Action. Heads of staff agencies are requested to ensure widest dissemination of this Order.

5. Responsibilities

a. Parking Management Office. The Parking Management Office has the primary responsibility for all parking in FB#2 parking facilities (enclosure (1)). They maintain exclusive control of executive, carpool, vanpool, handicapped, special situation, and visitor parking, and allocate spaces to this Headquarters for executive, shiftworker, Lot 6, and unusual hours parking. The Parking Management Office is located in room G501A, ext. 41125/41126.

b. Headquarters Parking Control Officer

(1) The Director of Administration and Resource Management (DirAR (ARAC)) is designated as the Headquarters Parking Control Officer, and as such is responsible for the administration of executive, shiftworker, Lot 6, and unusual hours parking spaces allocated to HQMC by the Parking Management Office.

(2) The Headquarters Parking Control Officer will reallocate to Headquarters staff agencies parking space(s) for executive, Lot 6, and unusual hours personnel based upon individual staff agency requirements, population and, ultimately, the availability of HQMC-allocated parking spaces. The Headquarters Parking Control Officer is located in room 1010, ext. 41235/42344.

(3) The Headquarters Parking Control Officer will administer an annual review of HQMC-allocated executive, shiftworker, and unusual hours parking assignments, and a biennial review of HQMC-allocated Lot 6 parking assignments, or when so notified by the Parking Management Office.

c. Staff Agency Parking Control Officer. Each staff agency will appoint a parking control officer to administer the assignment of executive, Lot 6, and unusual hours parking spaces that have been reallocated to the staff agency by the Headquarters Parking Control Officer. The name, grade, and work phone number of the individual appointed as the staff agency parking control officer will be reported to the DirAR (ARAC) when so appointed.

(1) The staff agency parking control officer will ensure the proper completion of the Pentagon Reservation Parking Permit Application (DD Form 1199), enclosures (2) and (3) for each individual requiring a parking space, based upon the criteria for the type of space, and the availability of such spaces assigned to the staff agency.

(2) When completed, DD Form 1199 will be forwarded to the Headquarters Parking Control Officer for processing. A temporary parking pass will be issued to the individual pending receipt of a permanent parking pass. When a permit holder is transferred or is reassigned to another staff agency, the permit will be recovered by the staff agency parking control officer. Reassignment of that parking space will be effected by submitting a DD Form 1199 for the new holder to the Headquarters Parking Control Officer along with the old permit.

(3) Staff agency personnel requesting carpool, vanpool, special situation, or handicapped parking permits will be referred to the Parking Management Office.

d. Individual Permit Holders

(1) Holders of parking permits are responsible for ensuring the proper utilization of their individual permits as prescribed by this Order. This permit:

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(a) Authorizes the legitimate holder to park in their reserved space only. If the space is occupied, the holder may park in Lot 6.

(b) Must be displayed on the vehicle dashboard so the permit number is plainly readable through the front windshield when parked.

(c) Is Government property and shall not be reproduced or altered in any way.

(d) Is not transferable without the written permission of the Parking Management Office, G501A, FB#2.

(2) Permits are valid only for the person and space (or lot) so assigned. When an assigned parking space is no longer required (e.g., change of working hours, transfer, reassignment, etc.) the permit must be relinquished to the staff agency parking control officer. Failure of individual permit holders to comply with the requirements of this Order may result in the permanent withdrawal of parking privileges in FB#2 facilities.

6. Policies and Procedures. The following policies and procedures apply to parking in FB#2 parking facilities. Locations of parking spaces and lots are as shown in enclosure (1). Applications for parking permits (except for special situation, temporary, and two-wheeled vehicles) must be made by completing a "Pentagon Reservation Parking Permit Application," [DD Form 1199](#), as prescribed by enclosures (2) and (3).

a. Carpool Parking. Eligibility for carpool parking consists of a group of two or more persons using a motor vehicle for transportation to and from work. At least one member must be assigned to a billet (civilian or military) located in FB#2 on a full-time basis. Application for carpool parking should be made by submitting [DD Form 1199](#) to the Parking Management Office, room G501A. Carpool parking may be either within the FB#2 compound or in Lots 1, 2, 3, 4, and 6 based on the size of the carpool and the availability of parking spaces.

b. Vanpool Parking. Eligibility for vanpool parking consists of a group of 8 or more persons using a van, specifically designed to carry passengers, for transportation to and from work in a single, daily round-trip. This excludes automobiles, buses, or commercially-operated vanpools. At least one member must be assigned to a billet (civilian or military) located in FB#2 on a full-time basis. Applications for vanpool

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parking will be submitted in the same manner as carpool applications (paragraph 6a). Parking for vanpools may be within the FB#2 compound, or in Lots 1, 2, 3, and 4 based on the availability of parking spaces.

c. Executive Parking. Executive personnel are defined as general or flag officers and civilian employees in the Senior Executive Service, or the equivalent.

(1) Certain spaces within the FB#2 compound will be designated as executive spaces at all times.

(2) Applications for executive parking should be made by submitting a [DD Form 1199](#) to the Headquarters Parking Control Officer via the executive's staff agency parking control officer (paragraph 5c).

d. Shiftworker Parking. Persons whose scheduled duty hours are established as a shift starting or ending outside their staff agency's normal duty hours may be qualified for parking in FB#2 parking facilities. The term "Shiftworker" pertains to persons assigned to swing or midnight shifts, but does not include those on flexitime, or compressed workweek schedules. Shiftworker parking is based on the availability of allocated shiftworker spaces issued by the Parking Management Office.

(1) Requests for shiftworker parking permits will be submitted to the Headquarters Parking Control Officer via the staff agency parking control officer. A [DD Form 1199](#) must be submitted for each shiftworker along with a memorandum describing the hours of duty and rotating shifts (if applicable).

(2) During the hours of 0600-1530, Monday through Friday, shiftworker permit holders must park in Lot 6. During all other times and on weekends and holidays, shiftworkers may park in available spaces within the FB#2 compound (except executive and handicapped spaces).

e. Unusual Hours Parking. Personnel who are officially assigned unusual working hours, or who, because of the requirements of their job must arrive unusually early and/or depart unusually late, may be eligible for parking. Time periods which vary less than 1 hour from established staff agency work hours are not considered unusual. The availability of unusual hours parking is based on the availability of allocated unusual hours parking spaces. Requests for unusual hours parking permits will be submitted to the Headquarters Parking Control Officer via the staff agency parking control officer, utilizing [DD Form 1199](#).

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f. Handicapped Parking. A person eligible for handicapped parking is one who is so severely handicapped as to preclude, or make unreasonably difficult, the use of public transportation or carpools/vanpools. Justification for this priority will require certification by the DoD Civilian Employees Health Service or a military medical officer as appropriate. The individual must work in FB#2. Persons eligible for handicapped parking should submit DD Form 1199, along with required certification, to the Parking Management Office.

g. Two-Wheeled Vehicle Parking. Parking for two-wheeled vehicles is available in Lane F within the FB#2 compound. No parking permit is required.

h. Special Situation Parking. Carpool, vanpool members, bus riders, school attendees (3 days or fewer per week) who, due to unforeseen circumstances or emergencies, must drive their car on any given workday may apply for a special situation parking permit. Personnel who meet the above criteria may apply for a temporary, 1-day permit, from the Headquarters Parking Control Officer the day prior, or the same day. Special situation parking is available in Lot 6 only.

i. Visitor Parking. Visitor parking within the FB#2 compound and the designated area of Southgate Road is reserved for those persons who visit FB#2. Personnel who work in FB#2 are not considered visitors. Visitor parking on Southgate Road is limited to 3 hours between the hours of 0630 and 1530, Monday through Friday, except holidays. VIP visitor parking may be reserved for visiting general/flag officers, or senior executive service personnel, or equivalent by utilizing the HQMC Computerized Visitor Clearance System.

j. Temporary Parking. Temporary permits are issued by the Parking Management Office. Temporary permits may be issued to personnel on TAD/TDY not to exceed 90 days, Reserve component personnel during their 2 weeks of annual active duty, new/departing personnel up to 10 working days, personnel required to work on any DoD approved special exercises and/or contingencies (with proper documentation), and promotion boards. Requests for temporary permits will be submitted by memorandum, describing the reason, length of request, name, initial(s), grade, SSN, and the agency (if applicable) to the Headquarters Parking Control Officer via the staff agency parking control officer. Temporary parking is available in Lots 5 and 6.

k. Lot 6 Parking. Limited parking is available in Lot 6. Permits are issued on an annual basis for those personnel who are not members of a vanpool/carpool or hold a parking permit for

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unusual hours, shiftworker, Lot 6, etc. Parking is on a fair share basis as determined by each staff agency. Applications for Lot 6 permits will be submitted on a [DD Form 1199](#) to the Headquarters Parking Control Officer via the staff agency control officer.

l. Contractor Parking. For long or short term contractors, the contracting agency shall complete a "FB#2 Vehicle Access Request Form" for authorized contractors. The justification shall include the type of business on company letterhead, the contract termination date, and the license numbers of the vehicles to be issued a permit. All requests will be submitted to the Headquarters Parking Control Officer via the staff agency parking control officer. FB#2 Vehicle Access Request Form is available upon request from the staff agency control officer.

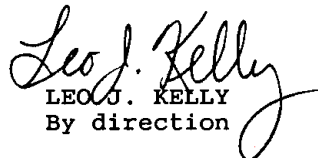
m. Safeguarding Permits. The permit holder shall be responsible for safeguarding the permit and ensuring that the vehicle is properly parked in an authorized area and space with a valid permit conspicuously displayed on the vehicle dashboard. Permit or space number shall be plainly visible and readable through the vehicle windshield.

n. Lost or Stolen Permits. Lost or stolen permits shall be reported within 24 hours on a DD Form 1200, "Pentagon Parking Permit Replacement Re-use of Space Request." Carpools/vanpools shall submit the DD Form 1200 directly to the Parking Management Office and individual permit holders to the Headquarters Parking Control Officer via the staff agency control officer. DD Form 1200 is available upon request from the staff agency control officer. Permits shall not be replaced more than once during a 12-month period.

o. Enforcement of Parking Regulations. All motor vehicle operators shall comply with traffic and parking regulations. The Defense Protective Service shall enforce the parking regulations and post signs and building regulations. DPS police officers may issue traffic violation notices to violators of the parking plan. Illegally parked vehicles may be towed at the owner's risk and expense without notice to an impound area. The Department of Defense assumes no responsibility for the payment of any fees or costs related to such removal, which may be charged to the owner of the vehicle by the authorized towing organization. Any matters on the allocation or misuse of parking permits should be referred to the Headquarters Parking Control Officer.

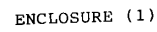
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7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

  
LEO J. KELLY  
By direction

DISTRIBUTION: PCN 10208608200

Copy to: 7000110 (55)  
7000098 (50)  
8145005 (2)  
7000099,144/7230005/8145001 (1)





**PARKING PERMIT APPLICATION  
INSTRUCTIONS**

- \* Please read the following carefully before completing the application.
- \* Do not fold or mutilate the application. The machine will not process forms that have been damaged.
- \* Completely fill in the appropriate box(es) in pencil.
- \* Completely erase any marks you wish to change.
- \* When printing information in the boxes, print one letter or number per box and blacken the corresponding box in that column.

The following instructions explain each portion of the parking permit application form in detail. Please refer to these instructions while completing the application.

1. NAME: Print your name in the boxes, (1 letter per box), starting with your last name, first name, then middle initial. individuals with Jr/Sr, first (I), second (II), or third (III) name designations, may indicate in the last name area one space after the last name. Do not use dashes or hyphen marks. Blacken the corresponding box below each printed letter of your name.
2. VEHICLE TAG NUMBER: Print your vehicle tag number in the boxes and then the state. Blacken the corresponding box below each printed letter or number. Use the additional license columns if you have more than one vehicle.
3. RANK: Indicate your rank or grade by marking the appropriate box, print the number, and blacken the number; i.e., a GS-3 would mark GS and blacken 03, LTG would mark OFF and blacken 09, Sgt would mark EN and blacken 5 in the first column only.
4. WORK PHONE: Employee office phone number must be printed to include the area code and phone number. Blacken the corresponding box under each number.
5. DEPT: All applications would mark the box DN (Department of the Navy).
6. TYPE PERMIT: Mark the box next to the type permit you are applying for, SPEC is Lot 6, SW is Shiftworker, U is Unusual Hours.

ENCLOSURE (2)

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7. DIV: All applications print CMC, and blacken the corresponding blocks under each letter.
8. ROOM: Print the room number if you work at the FB#2 and Pentagon. Others should abbreviate place of employment, i.e., Crystal City would print CRYCTY. Blacken in the corresponding blocks under each letter.
9. ZIP CODE: Enter your home address zip code in the boxes and blacken the corresponding numbers below each box.
10. APPLICATION DATE: Blacken in the corresponding month, day, and year.
11. SIGNATURE: After reading the Privacy Act Statement on the [DD Form 1199](#), individuals applying for Lot 6, Shiftworker, and Unusual Hours permit will sign IN BLACK/BLUE BLACK INK in the space provided as "Signature of Applicant" and then date. Individuals applying for a van/carpool permit must sign the application in the presence of Parking Management Office personnel.
12. Check that all appropriate blocks have been filled in and marked before your application is processed by your staff agency parking control officer.

ENCLOSURE (2)

**PENTAGON RESERVATION PARKING PERMIT APPLICATION**

## VEHICLE TAG NUMBER

[illegible][illegible][illegible][illegible]

- *Fill bubble position in completely.*

● Use Pencil

- **Make dark marks.**

### **DIRECTIONS**

[illegible]

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ENCLOSURE (3)

DD FORM 1199, DEC 91

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DD FORM 1199, (back) DEC 91

TYPE PERMIT	
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EXEC	<input type="checkbox"/>
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CMR	<input type="checkbox"/>
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HOME GRID ZIP CODE	
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APPLICATION DATE	
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DIS	<input type="checkbox"/>
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